

Teacher Assistants

(substitute)

The Town of Mashpee Recreation Department is seeking applicants for substitute Teacher Assistants at the Kids Klub Pre-School/Childcare Center. These positions will work varied hours Monday through Friday between the operating hours of 7:00am – 5:30pm; \$11.54/hour. Must pass CORI background check. Positions open until filled.

Applications and job descriptions may be obtained from the Human Resources Department at Mashpee Town Hall, 16 Great Neck Road North, Mashpee MA or through the Town website: www.mashpeema.gov. If interested apply to:

Mashpee Town Hall, Human Resources
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Posted: August 15, 2016

TOWN OF MASHPEE - RECREATION DEPARTMENT DAYCARE / PRE-SCHOOL PROGRAM POSITION DESCRIPTION

TITLE: Teacher Assistant

SUPERVISOR: Lead Teacher or Teacher

SUPERVISION EXERCISED: None

GENERAL FUNCTIONS:

Assist in the teaching, monitoring, and nurturing of toddler/preschool-age children utilizing approved curriculum. Must work at all times under the direct supervision of at least a teacher qualified staff person

HOURS: Variable when assigned during program operation - 7:00AM to 5:30PM Monday through Friday

REQUIREMENTS

- Must be at least 16 years of age or have a high school diploma or equivalent
- Must complete required Staff Information Form, CORI reference check, and Experience Verification Form
- Must have evidence of physical examination within the requirements of EEC
- Evidence of current MMR and TB test
- Current CPR and First Aid certification – will train
- Must possess a valid Massachusetts Class D driver's license

RESPONSIBILITIES

- Respect, reassure, guide and encourage all children
- Promote good hygiene and provide a healthy, safe environment for children
- Promote Learning and Development through activities appropriate to age
- Develop and maintain trusting relationships with staff and children
- Provide continuous classroom safety and security, including proper verification of identification during child pick-up times
- Responsible for routine upkeep and neat arrangement of classrooms and hallways

ACTIVITIES AND DUTIES

- Assists in a daily program of developmental activities
- Follows procedures to safeguard the health and safety of the children
- Maintains a healthy classroom atmosphere
- Participates in internal staff activities and in special training programs
- Works under direct supervision of Teacher, Lead Teacher or Child Care Coordinator
- Must be available for staff meetings and monthly parent meetings
- Does related work as required

PHYSICAL REQUIREMENTS

- Physical ability to walk over uneven terrain.
- Facility to see and read, with or without vision aids, a computer screen, and printed matter, and to distinguish colors.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone, cell phone, whistle, and bull-horn.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
- Physical agility to lift up to 25 pounds to shoulder height, and up to 50 pounds to waist height; and to bend, to stoop, to climb stairs and to reach overhead.
- Mental acuity to: perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

- Manual dexterity to operate recording devices, operate equipment and handle audio/visual equipment for displays, exhibits, demonstrations, investigations and interpretative activities.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

EFFECT ON END RESULTS:

A well run program where children are happy and excited to return as well as providing a well-rounded program.